



# **MINUTES**

## **Workforce Connection of Central New Mexico**

### **Executive Committee**

**Thursday, February 02, 2012**

**8:00 am**

**Mid-Region Council of Governments**

**Call to Order – 8:08 am – Ramona Chavez, Workforce Administrator**

**Present**

Rosa Auletta  
Doug Calderwood  
Manuel Casias  
Bob Davey – Treasurer  
Stephanie Hanosh, Chair-Elect  
Rita Gallegos Logan  
Senator John Sapien, Chair  
Jim Summers  
Sherry TenClay  
Honorable Jack Torres

**Quorum Established**

**Absent**

Ken Carson

**Approval of Thursday, February 2, 2012 Agenda**

**Motion: Bob Davey**  
**Second to change: Sherry TenClay**  
**No Discussion**  
**Action: Passed unanimously by voice vote**

**Tab 1: Approval of Minutes, Executive Committee: January 5, 2012**

**Motion: Rita Logan**  
**Second: Bob Davey**  
**No Discussion**  
**Action: Passed unanimously by voice vote**

**Tab 2: Monthly Expenditure Report for January 2011- by Jesse Turley, WIA Accounting Manager**

- Jesse Turley, WCCNM Accounting Manager, explained the WIA monthly expenditure report and the American and Recovery and Reinvestment Act (ARRA) reports for January 2011.
- Year-to-date formula expenditures, for the current period, total three hundred and twenty-six thousand, five hundred and twenty-six dollars (\$326,526) with year-to-date expenditures totaling \$2.2 Million.

- ARRA expenditures, for the current period, total thirty-one thousand, eight hundred and eighty-seven dollars (\$31,887) with year-to-date expenditures totaling \$275,090.

## **FINAL ACTION ITEMS**

**There were two action items to discuss and vote on – These action items were passed unanimously by voice vote.**

### **Passed by voice vote**

- Approval to Utilize NEG Contingency Funds
- Acceptance of PY10 Audit Report

**Tab 3: Approval to Utilize NEG Contingency Funds–** by Jesse Turley, WCCNM Accounting Manager

- Mr. Turley gave brief explanation of the NEG Grant money.
- He stated that when we received the NEG funding 10% was identified for administration funding.
- That funding was added to the budget as a board contingency line item.
- In order to ensure the funding is utilized, the AE is requesting the board to use the contingency funds for dislocated worker training.
- Total amount to be transferred into the dislocated worker line item is \$10,734.

**Questions and Discussion Followed.**

**Motion to approve: Doug Calderwood**

**Second: Bob Davey**

**No Discussion**

**Action: Passed by voice vote**

**Tab 4: Acceptance of PY10 Audit Report–** by Amy Myer, MRCOG Finance Manager & Moss Adams Representative

- Amy Myer, MRCOG Finance Manager, introduced Scott Eliason, CPA from Moss Adams LLP, who completed the PY10 Audit for WCCNM.
- Mr. Eliason presented the PY10 Audit Report from Moss Adams LLP, and explained the process and the audit report.
- He noted that Moss Adams issued an unqualified or clean opinion of the Workforce Connection of Central New Mexico, and all prior year findings have been cleared.
- He noted that this was a smooth audit with no audit findings, no audit adjustments and the management of the organization went really well.
- The annual financial audit, required by the New Mexico State Auditor and the Single Audit Act, was submitted to the Office of the State Auditor by the December 1, 2011 due date, and was accepted on January 9, 2012.
- A draft of the Annual Financial Statements and Independent Auditor's Report for the year ending June 30, 2011 was discussed at an exit conference with the WCCNM Board Member and MRCOG staff on November 1, 2011.
- Staff is recommending the acceptance of the PY10 Audit Report.

**Comments followed.**

**Motion to approve: Jim Summers**

**Second: Sherry TenClay**

**No Discussion**

**Action: Passed by voice vote**

## **INFORMATION AND DISCUSSION ITEMS**

### **Tab 5: WIA Status Updates – by Ramona Chavez, WIA Administrator**

- Ms. Chavez thanked all the staff and partners for all their hard work and help.
- Ms. Chavez gave an update on some of the activities that are going on in the Central Region.
- There is going to be a grant modification to our formula allocation. The state as a whole is going to receive \$110,545 from a governor reserve.
- The previous RFP process was reviewed and it has been concluded that an RFP will not be released until 2013 for the Adult/Dislocated Worker and Youth provider contracts.
- Staff is reviewing a possible Workforce Innovation Grant with UNM Student Services and Homebuilders Institute who may partner with us. Grant amounts could be between three to six million dollars.
- National Association of Workforce Board Conference (NAWB) will take place March 10-13, 2012. Attendees will be Stephanie Hanosh, Chair-Elect, Sherry TenClay, Board Member, Emily Salazar, Board Member, Thaddeus Lucero, Director of Planning & General Services & Ramona Chavez, WIA Administrator
- A review of current Board membership and Bylaws is being conducted by staff and the Board attorney.

### **Tab 6: Business and Career Center Update –by Art Martinez, WIA Site Manager & Jerilynn Sans, Workforce Manager**

- Ms. Sans gave update on the Performance Measures for PY11, she explained that of the six measures that we are held to, we are exceeding four measures (youth placement in employment or education, retention, average wage, and youth placement in employment or education), meeting one measure (entered employment) and not meeting one measure (literacy numeracy).
- She stated that for 1<sup>st</sup> quarter performance, we are doing well.
- Mr. Martinez stated that there has been a slight decrease in activity with people coming to the Business & Career Centers.
- He stated that the reason for the decrease is due to UI Claimants attending orientation but not following through with other services.
- Staff have been contacting claimants to see why they haven't come back for services.
- Mr. Martinez also gave an update on the economic outlook, special projects, the SESP Grant and Veterans Services.

**Questions and Comments followed.**

## REPORTS

### ▪ Committee Reports –

#### Youth Council

- Ms. Auletta gave a brief update on the Youth Council Committee.
- She explained how the Council discussed the low amount of ITA's expenditures, the possibility of federal summer funding, and WIA Innovation Grant.

#### Performance & Monitoring Committee

- Mr. Calderwood stated the next meeting is scheduled for January 11, 2012 @ 2:30

### PUBLIC COMMENT

Public Comments – None.

### ADJOURNMENT

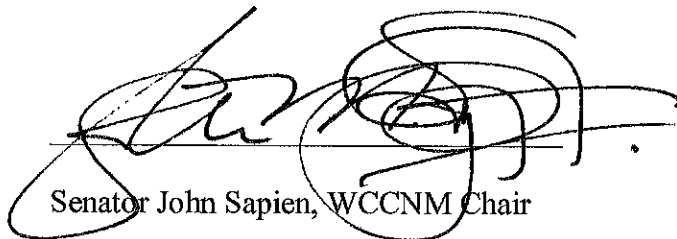
Adjournment – 9:15 am

#### Next Meeting-


**Date:** Thursday, March 1, 2012  
**Time:** 8:00 am  
**Location:** Mid-Region Council of Governments

*A more detailed account of the meeting and discussions are available for review at the MRCOG offices at:  
809 Copper NW, Albuquerque, NM 87102*

Approved at the April 5, 2012 WCCNM Executive Committee Meeting:

  
Senator John Sapien, WCCNM Chair

ATTEST:

  
Secretary